

# Administrative Office of the Courts

## General Personnel Policy

### EDUCATIONAL LEAVE

#### PURPOSE

The purpose of this policy is to establish the guidelines for the administration of the Administrative Office of the Court's education program, which allows employees to request educational leave.

#### POLICY

It is the policy of the Administrative Office of the Courts to allow each employee an on-going opportunity to receive education needed to facilitate the development of knowledge, skills and abilities related to one's job duties or to allow employees the right to pursue their own educational goals. The central premise of this policy is that, as our human resources are developed, the judicial branch will be better able to fulfill its statutory responsibilities.

Approval for educational leave will be administered in a manner fully consistent with the judicial branch's equal employment policy, which affords equal opportunity for all persons regardless of race, color, religion, sex, sexual orientation, socio-economic status, age, national origin, ancestry, political affiliation and disability as defined under the Americans with Disabilities Act.

#### ELIGIBILITY

To be eligible for educational leave, an employee must have successfully completed his or her probationary period (one year) or, in the case of an employee who has previously worked for the judicial branch, the employee's total work experience in the branch must equal 12 months prior to registering for the class for which he or she is requesting educational leave. This leave may be granted to employees who are either classified, unclassified or term employees. Part-time employees in these categories may be approved for educational leave, but on a pro-rated basis. Temporary employees are not eligible for educational leave.

#### EDUCATIONAL LEAVE

Any request for this leave must be submitted in writing to the employee's supervisor on an Application for Educational Leave form and shall be subject to the approval of the administrative authority. If approval is granted, up to four hours (4) per week will be allowed for class attendance for courses scheduled during normal work hours. Educational leave will only be

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**Inquiries:** Administrative Office of the Courts, Human Resources Division, 827-4937 or 827-4810

**Distribution:** All Employees of the Administrative Office of the Courts

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approved for those academic courses that are taken for credit and for which a grade is received. Only classes offered at institutions accredited by the North Central Association of Colleges and Schools (NCA) will be considered. In all cases, approval for educational leave will be subject to the recommendation of the immediate supervisor. A supervisor may choose to deny educational leave when the workload is anticipated to be particularly high or when approval will cause a scheduling hardship. In the event that educational leave is denied, the supervisor must inform the employee in writing, detailing the reasons for not approving the leave. A copy must be forwarded to the administrative authority. Educational leave is only to be used for actual class attendance and for travel time to and from the institution. This time may not be used to provide the employee with study time or to make up a missed lunch should class be scheduled during an employee's normal lunch hour. Any time needed for educational purposes beyond four (4) hours per week must be requested in advance and is subject to the approval of the employee's immediate supervisor. Additional leave may be taken as paid leave or the supervisor and employee may work out a flex-time schedule.

### REFERENCE

New Mexico Judicial Branch Personnel Rule 32 (G).

This policy may be rescinded or revised at the discretion of the Director of the Administrative Office of the Courts.

Effective Date:

8-21-95  
DLT

Deborah Kanter, Director  
 Administrative Office of the Courts

8-21-95  
 Date

Dev. 8/95

**Administrative Office of the Courts**  
**Application for Educational Leave**

It is the policy of the Administrative Office of the Courts to allow each employee an on-going opportunity to receive education needed to facilitate the development of knowledge, skills and abilities related to one's job duties or to allow employees the right to pursue their own educational goals. Educational leave will only be approved for those academic courses that are taken for credit and for which a grade is received. The request for this leave must be submitted to the employee's immediate supervisor and is subject to the approval of the administrative authority.

**Applicant Name:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Status:** ☐ Full-Time ☐ Part-Time

**Semester Applied For:** ☐ Summer ☐ Fall ☐ Spring

**Name of Institution to be Attended:** \_\_\_\_\_

Course Title	Days/Times	Credit Hours

*I hereby request educational leave for the period beginning on* \_\_\_\_\_  
(Date)  
*and ending on* \_\_\_\_\_ *from* \_\_\_\_\_ *to* \_\_\_\_\_  
(Date)(Time)(Time)

\_\_\_\_\_  
(Employee's Signature)

\_\_\_\_\_  
(Date)

*I hereby recommend approval of the requested educational leave.*

\_\_\_\_\_  
(Supervisor's Signature)

\_\_\_\_\_  
(Date)

*I hereby approve the educational leave requested.*

\_\_\_\_\_  
(Administrative Authority's Signature)

\_\_\_\_\_  
(Date)

**Distribution:**      **Original to personnel file**      **Copy to employee**